
Facility/Front Desk Monitor

Part-time Employment

Opening Date:	September 20, 2004
Closing Date:	Applications will be accepted until the needs of the city are met.
Hourly Wage:	\$8.25 per hour
Hours/Location:	Monday-Friday: 4:30 p.m. to 11:30 p.m. Saturdays: 8:00 a.m. to 11:30 p.m. Occasional work on Sundays. Monthly schedule varies depending on events and needs. Typical weekly schedule: 10 to 20 hours. Hours will be assigned at the Vihel Center (3340 South Rural Road) and Tempe Performing Arts Center (132 East Sixth Street).
Requirements:	<ul style="list-style-type: none">• General customer service experience.• Completion of grade 12 or equivalent.• CPR and First Aid Certification preferred, but not required.
Additional Requirements:	Ability to: <ul style="list-style-type: none">• Provide courteous customer service.• Communicate clearly and concisely, both orally and in writing.• Learn and correctly interpret and apply policies and procedures.• Establish and maintain cooperative working relationships with public and staff.• Understand and carry out oral and written directions.• Use moderate physical exertion in lifting (up to 50 lbs.) and moving equipment such as chairs, tables and program equipment.
Representative Essential Functions:	<ul style="list-style-type: none">• Act as Cultural Services representative at Vihel Center and TPAC.• Answer the telephone and serve the public by providing general and specific information concerning facilities, programs and policies.• Coordinate and respond to any user or building emergencies including participant and/or staff injuries.• Complete projects such as mailings, filing, collation, stock inventory, and other similar tasks.• Open and secure community facility.

Applications may be obtained and returned to:

Edna Vihel Center for the Arts
Attn: Facility Monitor Offering
3340 South Rural Road
Tempe, AZ 85282

Information: 480-350-5287